

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

WP 1760.1B

WESTERN-PACIFIC REGION

03/04/92

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**SUBJ: ACQUISITION OF CONFERENCE AND MEETING FACILITIES**

1. **PURPOSE.** This Order establishes procedures and assigns responsibilities for ordering and obtaining short-term conferences and meeting facilities and restates pertinent national policies and regulations.
2. **DISTRIBUTION.** This Order is distributed to branch level and above in the Regional Office and limited distribution to all field offices and facilities in the Western-Pacific Region.
3. **CANCELLATION.** Order WP 1760.1A, Acquisition of Conference and Meeting Facilities, dated 4/15/88, is cancelled.
4. **BACKGROUND.** Federal Property Management Regulation 101-17-101-4, requires that agencies having a need for short-term conference and meeting space shall contact General Services Administration (GSA) to make their requirements known. If no suitable facilities are available, GSA authorizes the agency to obtain commercial facilities.
5. **RESPONSIBILITIES.**
  - a. The Logistics Division is responsible for obtaining space, when requested, by division/staff offices and field office, and to assure that, if rental of privately-owned space and associated services are required, existing acquisition regulations will be followed.
  - b. Division/staff offices and field offices having a need for privately-owned conference or meeting space are responsible for making their requirements known to the Logistics Division AT LEAST 90 DAYS PRIOR TO THE DATE REQUIRED.
6. **POLICY.** Space may be acquired only for meetings and conferences directly concerned with FAA functions and activities. No personal events will be processed, i.e. retirements, anniversaries. Requirements will be satisfied in the following order, depending upon availability and suitability:
  - a. FAA controlled facilities.
  - b. Other government controlled facilities.
  - c. Commercial facilities for which reimbursement is made.
7. **PROCEDURES.** Division/staff offices and field facilities having need for privately owned conferences or meeting space shall follow the following procedures:

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Initiated By: AWP-56

a. When your conference room requirements can be satisfied at FAA or government controlled facilities, contact the appropriate custodian, such as: Materiel Management Branch, AWP-52, in the Regional Office; the Building Manager, Airway Facilities Sector, LAX Hangar Complex; the Facility Manager Local Coordinator and field locations.

b. When it is necessary to obtain conference space from commercial sources, the requester shall forward Procurement Request, Form DOT 4200.1, to the Real Estate and Utilities Branch, AWP-56, requesting the need for conference space, unless the total charge is \$700.00 or less, in which case, holders of small purchase authority may arrange directly for commercial space. All conferences must be processed through the Logistics department for proper reimbursement.

(1) When submitting a Procurement Request, the following information is required not less than 30 days prior to needed date:

(a) Purpose of the meeting, dates and times required; number of people to be accommodated; seating arrangement including desired layout; equipment and furnishings required such as tables, chairs, microphones, speakers, projectors, screens, podiums, etc., and any other pertinent information;

(b) If FAA or other government space is available, reasons why it does not meet requirements;

(c) Area consideration shall be limited to not more than two (2) cities; and,

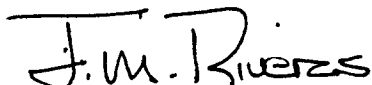
(d) Three suggested meeting places may be included, but no arrangements or commitments should be made with any potential vendor concerning the actual or possible use of facilities without contracting authority.

(2) When using small purchase authority the following action is to be taken:

(a) Survey available commercial sources and select suitable space to meet conference requirements at the lowest rate; and,

(b) Use Imprest Fund or SF-44 to make payment for rental charge.

8. RESTRICTIONS. Charges for conference space shall not include coffee or other beverages, food, tips, personal services or sleeping accommodations.



John M. Rivers  
Manager, Logistics Division